

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, September 20, 2023

**TIME:** 6:30 P.M.



**LOCATION :** Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton **\*\*PLEASE NOTE\*\*** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <https://us02web.zoom.us/j/6269031450>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

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- I. Call to Order by President Teri LeSage
- II. Review of Agenda & Certification of Compliance with Open Meetings Law
- III. Consent Agenda \*
  - A. Review/Approval of Minutes of August 16, 2023 (enclosure)
  - B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for August 2023 (enclosures)
  - C. Review/Approval of Fund 215 & Fund 217 Bills for September 2023 (enclosures)
- IV. Recognition Opportunities
- V. Public Comment Period
- VI. Review/Discussion of Correspondence
- VII. Education Updates
- VIII. Board In-service: Dane County Library Standards (enclosure)
- IX. Director's Report
  - A. Statistics for August 2023 (enclosure)
  - B. Administration report (enclosure)
- X. Committee Reports
  - A. Finance: scheduled to meet 10/3/23
  - B. Personnel: met on 9/19/23. Minutes available at October Board meeting
  - C. Planning: did not meet
  - D. Policies: did not meet
- XI. Friends of the Library Report – No report this month
- XII. Old Business
  - A. Report from ad hoc Trustee Recruitment Committee with recommendation for filling Board vacancy \*
- XIII. New Business
  - A. Approval of resolution regarding exemption from the county library tax \* (enclosure)

- B. Approval of 2024 closed dates \* (enclosure)
- C. Authorization to use undesignated gift funds from fund 217 for staff appreciation gifts \*
- D. Approval of resolution approving amendment to Dane County Standards for Public Libraries \* (enclosure)

XIV. Pending Agenda Items

- A. Allocation/designation of Fund 217 fund balance for future library expansion project

XV. Adjournment \*

NEXT REGULAR MEETING: October 18, 2023

*An \* indicates an action item.*

If you are disabled and in need of assistance in order to attend, please call 873-6281 prior to this meeting.

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative  
Amy Ketterer  
Teri LeSage, President  
Jean Ligocki, City Council Representative and Vice-President  
Sharon Meilahn Bartlett  
Erin Meinholz  
Kristin Rosenberg, SASD representative  
Dayna Verstegen  
Siri Vienneau, Student Representative

*Finance:* LeSage, Meilahn Bartlett, Meinholz  
*Personnel:* Axe, Ketterer, Rosenberg  
*Planning:* LeSage, Ligocki, Meilahn Bartlett, Vienneau  
*Policies:* Axe, Meinholz, Verstegen

cc: Mayor Tim Swadley, City Attorney Mathew Dregne, City Council Members, Department Heads, City Hall Receptionist, Library Staff, Stoughton Newspaper

# Agenda Notes: Library Board meeting of September 20, 2023



## XII. Old Business

**A. Report from ad hoc Trustee Recruitment Committee with recommendation for filling Board vacancy \*** – The committee will report on its progress in filling the current vacancy on the Library Board. Application deadline was Friday, August 18.

## XIII. New Business

- A. Approval of resolution regarding exemption from the county library tax \* (enclosure)** – This resolution, approved annually by the City Council, pledges that the City of Stoughton will appropriate an amount from the General Fund to the library sufficient to exempt the City from the county library tax. The City Council will consider the resolution at a future meeting.
- B. Approval of 2023 closed dates \* (enclosure)** – The Board will review and approve the 2024 library calendar, including the dates of Board meetings and holiday closures. Note that the dates shaded in light pink are federal holidays on which the library will remain open; the dark red shading indicates a day the library will be closed. The staff in-service is tentatively planned for Friday, October 18, 2024. *Though it is not indicated on the calendar, the library will close at 6:00 PM the day before Thanksgiving, Wednesday, November 27, 2024.*
- C. Authorization to use undesignated gift funds from fund 217 for staff appreciation gifts \*** - In order to meet the Personnel Committee's goal of conducting two formal demonstrations of staff appreciation during 2023, I am requesting that the Board authorize the use of up to \$400 in undesignated gift funds to purchase staff recognition gifts for library employees. (Earlier this year, the Board sent hand-written thank you notes to staff as a gesture of appreciation.)
- D. Approval of resolution regarding amendment to Dane County Standards for Public Libraries \* (enclosure)** – The Dane County Library Board is proposing several revisions to the Dane County Standards for Public Libraries, the six minimum standards that public libraries must meet in order for that library's municipality to qualify for exemption from the county library tax. State law requires that at least 50% of county libraries

representing at least 80% of the population approve of these standards. The proposed changes are listed in the resolution, and I will review them during the Board In-Service portion of the meeting.

#### **XIV. Pending Agenda Items**

**A. Allocation/designation of Fund 217 fund balance for future library expansion project** – On the advice of City Finance Director Dave Ehligner, the Board's Finance Committee will consider ear-marking the fund balance in fund 217 for a future building project. I would recommend that the committee take this up at their meeting early this fall when they consider the 2024 operating budget.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, AUGUST 16, 2023, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Teri LeSage, President (virtual); Jean Ligocki, Vice-President/City Council Representative; Sharon Meilahn Bartlett (virtual); Erin Meinholz; Kristin Rosenberg, Stoughton Area School District Representative (virtual)  
ABSENT: Ken Axe; Amy Ketterer; Dayna Versteegen; Siri Vienneau, Student Trustee  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Mcnette, Administrative Assistant

- I. CALL TO ORDER. 6:32 p.m. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve: Meinholz. Second: Ligocki. Vote: 5-0*
- IV. RECOGNITION OPPORTUNITIES. None.
- V. PUBLIC COMMENT PERIOD. None.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. None.
- VII. EDUCATION UPDATES. Meinholz reported that the Big 10 universities and their academic presses are putting parts of their catalogues online for free.
- VIII. BOARD IN-SERVICE: TRUSTEE TRAINING WEEK. Ramsey presented
- IX. DIRECTOR'S REPORT. Ramsey presented: gave an update on the planning process for installing a new HVAC system in 2024.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet.
  - B. Personnel: did not meet.
  - C. Planning: did not meet.
  - D. Policies: did not meet.
- XI. OLD BUSINESS.
  - A. REPORT FROM AD HOC TRUSTEE RECRUITMENT COMMITTEE. Rosenberg reported that the committee has nine applications. The deadline is August 18.
- XII. NEW BUSINESS.
  - A. REVIEW PROGRESS TOWARDS 2023 BOARD GOALS. Ramsey presented.
  - B. DISCUSSION AND POSSIBLE ACTION REGARDING ADDITION OF HOURS TO CIRCULATION SUPERVISOR POSITION FOR THE REMAINDER OF 2023. *The Board went into closed session at 7:08 P.M. per Wisconsin Statute 19.85(1)(c). Motion: Meilahn Bartlett. Second: Ligocki.*  
*Vote: LeSage, aye*  
*Ligocki, aye*  
*Meilahn Bartlett, aye*  
*Meinholz, aye*  
*Rosenberg, aye*  
*The Board reconvened in open session at 7:40 P.M.*

*Motion to add 10 additional hours to Circulation Supervisor position for the remainder of 2023: Meilahn Bartlett. Second: Rosenberg. Vote: 5-0.*

XIII. PENDING AGENDA ITEMS. FUTURE DESIGNATION OF LIBRARY SPECIAL GIFT FUND (217) FUND BALANCE.

XIV. ADJOURNMENT. *Motion to adjourn at 7:42 P.M.*: Meinholz. *Second*: Ligocki.  
*Vote*: 5-0.

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2023	AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
Fund 215 - LIBRARY FUND								
Revenues								
Dept 55100 - COMMUNITY COMMITMENT								
215-55100-4330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY								
215-55110-4110	PROPERTY TAX - OPERATIONS	726,880.00	484,586.64	60,573.33	242,293.36	66.67	100.00	66.67
215-55110-43315	FEDERAL GRANTS	0.00	279.45	0.00	(279.45)	100.00	100.00	100.00
215-55110-43720	DANE COUNTY SERVICE FEES	249,910.00	14,980.43	0.00	0.00	100.01	100.01	100.01
215-55110-43725	OTHER COUNTIES SERVICE FEES	14,979.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	4,000.00	2,928.67	378.55	1,071.33	73.22	100.00	73.22
215-55110-46712	COPY MACHINE	2,500.00	3,063.92	295.65	(563.92)	122.56	100.00	122.56
215-55110-47301	CHARGES TO DANE COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-47302	CHARGES TO MUNICIPALITIES	0.00	227.83	119.95	(227.83)	100.00	100.00	100.00
215-55110-48110	INTEREST INCOME	1,000.00	1,856.33	621.82	(856.33)	185.63	100.00	185.63
215-55110-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-49210	TRANSFER IN - GENERAL FUND	19,480.00	19,480.00	0.00	0.00	100.00	100.00	100.00
Total Dept 55110 - LIBRARY		1,018,749.00	777,313.27	61,989.30	241,435.73	76.30	76.30	76.30
TOTAL REVENUES		1,018,749.00	777,313.27	61,989.30	241,435.73	76.30	76.30	76.30
Expenditures								
Dept 55100 - COMMUNITY COMMITMENT								
215-55100-50120	WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY								
215-55110-50110	SALARIES	90,227.00	58,863.24	6,940.80	31,363.76	65.24	65.24	65.24
215-55110-50120	WAGES	431,524.00	263,747.53	29,161.64	167,776.47	61.12	61.12	61.12
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	78,297.00	54,279.27	7,109.47	24,017.73	69.32	69.32	69.32
215-55110-50128	SEASONAL/TEMPORARY	8,840.00	4,922.63	0.00	3,917.37	55.69	55.69	55.69
215-55110-50129	WAGES - LONGEVITY	7,600.00	0.00	0.00	7,600.00	0.00	0.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	47,161.00	27,732.57	3,129.09	19,428.43	58.80	58.80	58.80
215-55110-50161	WRS - GENERAL	30,759.00	20,164.42	2,197.57	10,594.58	65.56	65.56	65.56
215-55110-50163	HEALTH INSURANCE	115,000.00	77,903.50	8,819.62	37,096.50	67.74	67.74	67.74
215-55110-50164	DENTAL INSURANCE	6,777.00	4,657.48	523.81	2,119.52	68.72	68.72	68.72
215-55110-50165	LIFE INSURANCE	211.00	759.20	82.00	(548.20)	359.81	359.81	359.81
215-55110-50169	HSA RETIREMENT PAYOUT	11,253.00	11,253.00	0.00	0.00	100.00	100.00	100.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	606.32	108.87	393.68	60.63	60.63	60.63
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,195.49	75.00	404.51	74.72	74.72	74.72
215-55110-50213	SALES TAX	0.00	87.88	25.52	(87.88)	100.00	100.00	100.00
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	136.00	136.00	64.00	68.00	68.00	68.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	300.00	0.00	0.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	21,000.00	10,998.24	2,543.77	10,001.76	52.37	52.37	52.37

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDC USED
		AMENDED BUDGET	NORMAL					
<b>Fund 215 - LIBRARY FUND</b>								
<b>Expenditures</b>								
215-55110-50221	UTILITIES-BUILDING 2	6,000.00		4,024.96	600.22		1,975.04	67.08
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00		2,483.12	170.55		316.88	88.68
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		11,421.22	1,574.40		(2,421.22)	126.90
215-55110-50289	TECHNOLOGY COSTS	56,000.00		53,709.87	188.90		21,290.13	95.91
215-55110-50300	MISC EXPENSES	500.00		494.17	200.00		5.83	98.83
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,121.72	284.04		378.28	91.59
215-55110-50320	DUES AND SUBSCRIPTIONS	600.00		175.00	0.00		425.00	29.17
215-55110-50326	PERIODICALS	5,400.00		3,338.62	0.00		2,061.38	61.83
215-55110-50327	E-RESOURCES	12,000.00		11,834.02	0.00		165.98	98.62
215-55110-50328	AUDIO VISUAL	9,000.00		5,991.83	1,208.94		3,008.17	66.58
215-55110-50329	BOOKS	50,000.00		34,060.43	7,404.74		15,939.57	68.12
215-55110-50340	OPERATING EXPENSES	5,000.00		1,589.32	56.83		3,410.68	31.79
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		19.96	0.00		180.04	9.98
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		3,942.94	484.07		2,057.06	65.72
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		32.44	0.00		(32.44)	100.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00		617.35	171.82		(617.35)	100.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00		524.04	0.00		(524.04)	100.00
215-55110-50820	CAPITAL- COMPUTERS	0.00		0.00	0.00		0.00	0.00
215-55110-50900	CONTINGENCY	0.00		0.00	0.00		0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00		0.00	0.00		0.00	0.00
Total Dept 55110 - LIBRARY		1,018,749.00		675,687.78	73,197.67		343,061.22	66.33
TOTAL EXPENDITURES		1,018,749.00		675,687.78	73,197.67		343,061.22	66.33
<b>Fund 215 - LIBRARY FUND:</b>								
TOTAL REVENUES		1,010,749.00		777,019.27	61,909.90		241,435.73	70.50
TOTAL EXPENDITURES		1,018,749.00		675,687.78	73,197.67		343,061.22	66.33
NET OF REVENUES & EXPENDITURES		0.00		101,625.49	(11,208.37)		(101,625.49)	100.00



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	379,909.75
215-00000-11102	US BANK - CC	5,780.86
215-00000-12550	PREPAID EXPENSES	1,170.65
<b>Total Assets</b>		<b>386,861.26</b>
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	136.00
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	242,293.36
<b>Total Liabilities</b>		<b>266,833.54</b>
*** Fund Balance ***		
215-00000-39600	FUND BALANCE RESTRICTED	18,402.23
<b>Total Fund Balance</b>		<b>18,402.23</b>
<b>Beginning Fund Balance</b>		<b>18,402.23</b>
<b>Net of Revenues VS Expenditures</b>		<b>101,625.49</b>
<b>Ending Fund Balance</b>		<b>120,027.72</b>
<b>Total Liabilities And Fund Balance</b>		<b>386,861.26</b>

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>							
Revenues							
Dept 55110 - LIBRARY							
217-55110-48110	INTEREST INCOME	1,000.00		7,593.96	1,053.24	(6,593.96)	759.40
217-55110-48500	DONATIONS	60,000.00		63,936.88	2,984.10	(3,936.88)	106.56
217-55110-48510	DONATIONS - UNDESIGNATED	0.00		0.00	0.00	0.00	0.00
217-55110-48530	DONATIONS - FUNDRAISING ACCOUNT	0.00		0.00	0.00	0.00	0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(11,000.00)		0.00	0.00	(11,000.00)	0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>50,000.00</b>		<b>71,530.84</b>	<b>4,037.34</b>	<b>(21,530.84)</b>	<b>143.06</b>
<b>TOTAL REVENUES</b>		<b>50,000.00</b>		<b>71,530.84</b>	<b>4,037.34</b>	<b>(21,530.84)</b>	<b>143.06</b>
Expenditures							
Dept 55100 - COMMUNITY COMMITMENT							
217-55100-50499	DEPT DEFICIT	0.00		0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>							
217-55110-50499	DEPT DEFICIT	0.00		0.00	0.00	0.00	0.00
217-55110-50500	DESIGNATED	50,000.00		46,898.23	3,208.79	3,101.77	93.80
217-55110-50501	UNDESIGNATED	0.00		20.98	0.00	(20.98)	100.00
217-55110-50502	BUILDING FUND	0.00		0.00	0.00	0.00	0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00		0.00	0.00	0.00	0.00
217-55110-50936	TR OUT - FUND 215	0.00		0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>50,000.00</b>		<b>46,919.21</b>	<b>3,208.79</b>	<b>3,080.79</b>	<b>93.84</b>
<b>TOTAL EXPENDITURES</b>		<b>50,000.00</b>		<b>46,919.21</b>	<b>3,208.79</b>	<b>3,080.79</b>	<b>93.84</b>
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>							
<b>TOTAL REVENUES</b>		<b>50,000.00</b>		<b>71,530.84</b>	<b>4,037.34</b>	<b>(21,530.84)</b>	<b>143.06</b>
<b>TOTAL EXPENDITURES</b>		<b>50,000.00</b>		<b>46,919.21</b>	<b>3,208.79</b>	<b>3,080.79</b>	<b>93.84</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>		<b>24,611.63</b>	<b>828.55</b>	<b>(24,611.63)</b>	<b>100.00</b>
<b>TOTAL REVENUES - ALL FUNDS</b>							
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>1,068,749.00</b>		<b>848,844.11</b>	<b>66,026.64</b>	<b>219,904.89</b>	<b>79.42</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,068,749.00</b>		<b>722,606.99</b>	<b>76,406.46</b>	<b>346,142.01</b>	<b>67.61</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>		<b>126,237.12</b>	<b>(10,379.82)</b>	<b>(126,237.12)</b>	<b>100.00</b>

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	82,742.06
217-00000-11102	US BANK - CC	1,100.40
217-00000-11302	WISC INVESTMENT FUND	206,871.75
<b>Total Assets</b>		<b>290,714.21</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	266,102.58
<b>Total Fund Balance</b>		<b>266,102.58</b>
<b>Beginning Fund Balance</b>		<b>266,102.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>24,611.63</b>
<b>Ending Fund Balance</b>		<b>290,714.21</b>
<b>Total Liabilities And Fund Balance</b>		<b>290,714.21</b>

Stoughton Area Comm Foundation

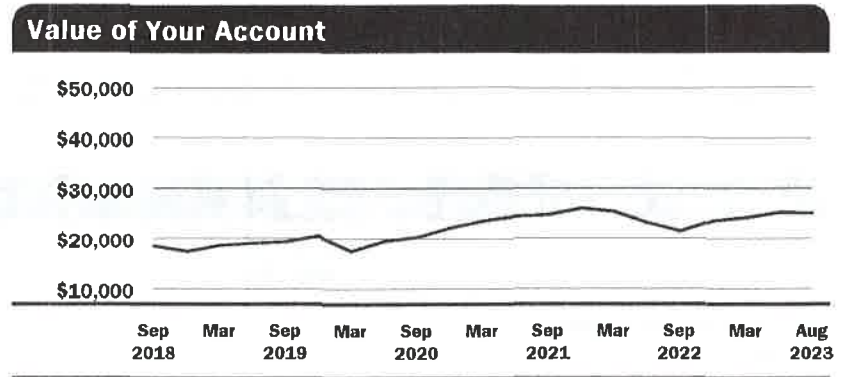
**Put your investing on autopilot**

Setting up a regular, automatic investment is a great way to work steadily toward your goals. While systematic investing can't guarantee a profit or protect against loss in a declining market, it lets you regularly invest a fixed dollar amount regardless of fluctuating stock prices. Ask your financial advisor about setting up systematic investing. Before investing, consider your ability to continue purchases through periods of high-price levels.

**Corporate - Select**

**Portfolio Objective - Account: Balanced Toward Growth**

Account Value	
<b>\$24,960.37</b>	
<b>1 Month Ago</b>	\$25,731.07
<b>1 Year Ago</b>	\$23,490.09
<b>3 Years Ago</b>	\$20,947.08
<b>5 Years Ago</b>	\$18,288.81



Value Summary		
	This Period	This Year
Beginning Value	\$25,731.07	\$23,489.36
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	-770.70	1,471.01
<b>Ending Value</b>	<b>\$24,960.37</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide)

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-0.72%	6.25%	4.18%	6.29%	6.20%

**2023 EXPENDITURES: FUND 215**  
**SEPTEMBER**

MOVED: \_\_\_\_\_

SECONDED: \_\_\_\_\_

VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
08/28/23	AB prepaid CC	50211	USPS	USPS 082823 211	\$ 66.00
08/31/23	09/20/23	50211	Baker & Taylor AD329	fuel surcharge	\$ 7.21
08/31/23	09/20/23	50211	Baker & Taylor CH329	fuel surcharge	\$ 1.91
08/31/23	09/20/23	50211	Baker & Taylr AD217BK	fuel surcharge	\$ 2.64
09/01/23	09/20/23	50211	Ingram	fuel surcharge	\$ 45.00
08/04/23	CITY prepaid	50220	Stoughton Utilities	SU 080423 util	\$ 2,543.77
09/07/23	09/20/23	50221	Alliant Energy	AE 090723	\$ 246.62
08/17/23	09/20/23	50240	Gordon Flesch	GF 081723 copier2	\$ 176.25
09/03/23	09/20/23	50240	Gordon Flesch	GF 090323 copier 1	\$ 82.56
08/06/23	SB prepaid CC	50250	Amazon	AZ 080223 RM 250	\$ 21.05
07/28/23	JR prepaid CC	50289	Donor Tools	DT 072823 TECH	\$ 39.00
07/30/23	JR prepaid CC	50289	Zoom	ZM 073023 TECH	\$ 149.90
08/05/23	09/20/23	50289	TBS	TBS 080523 fax	\$ 27.96
08/28/23	JR prepaid CC	50289	Donor Tools	DT 082823 TECH	\$ 39.00
08/07/23	MO prepaid CC	50313	Soc. of St. VdP	SVdP080723ProgCH	\$ 4.00
08/30/23	SB prepaid CC	50313	Amazon	AZ 082923 CC	\$ 24.99
08/02/23	SB prepaid CC	50328	Amazon	AZ 080123 JCD	\$ 18.30
08/02/23	SB prepaid CC	50328	Amazon	AZ 080123 JCD	\$ 15.98
08/06/23	SB prepaid CC	50328	Amazon	AZ 080123 JCD	\$ 64.30
08/12/23	SB prepaid CC	50328	Amazon	AZ 080123 JCD	\$ 16.29
08/25/23	SB prepaid CC	50328	Amazon	AZ 082423 JDVD	\$ 53.75
08/25/23	SB prepaid CC	50328	Amazon	AZ 082423 JDVD	\$ 10.86
08/30/23	SB prepaid CC	50328	Amazon	AZ 082423 JDVD	\$ 22.99
08/31/23	09/20/23	50328	Baker & Taylor AD328DVC	AD/TE materials	\$ 557.18
09/01/23	09/20/23	50328	Ingram	AD/TE materials	\$ 124.83
09/04/23	SB prepaid CC	50328	Amazon	AZ 082423 JDVD	\$ 24.96
09/06/23	09/20/23	50328	Playaway	FA 080923 ABCD	\$ 144.73
08/04/23	SB prepaid CC	50329	Amazon	AZ 080123 AF	\$ 9.79
08/07/23	SB prepaid CC	50329	Amazon	AZ 080123 AF	\$ 16.95
08/31/23	09/20/23	50329	Baker & Taylor AD329	AD/TE materials	\$ 721.49
08/31/23	09/20/23	50329	Baker & Taylor CH329	CH materials	\$ 191.80
09/01/23	09/20/23	50329	Ingram	CH materials	\$ 1,017.05
09/01/23	09/20/23	50329	Ingram	AD/TE materials	\$ 1,616.49
09/08/23	09/20/23	50329	Cengage	AD/TE materials	\$ 340.39
07/28/23	SB prepaid CC	50340	Amazon	AZ 072523 OS	\$ 23.51
07/30/23	SB prepaid CC	50340	Amazon	AZ 072523 OS	\$ 33.32
08/28/23	09/20/23	50340	Complete Office	CO 082823 OS	\$ 143.40

08/30/23	SB prepaid CC	50340	Amazon	AZ 083023 OS	\$ 244.17
08/16/23	SB prepaid CC	50341	Amazon	AZ 081523 341	\$ 3.97
08/03/23	SB prepaid CC	50342	Amazon	AZ 080323 LS	\$ 44.99
08/03/23	SB prepaid CC	50342	Amazon	AZ 080323 LS	\$ 22.95
08/08/23	SB prepaid CC	50342	Amazon	AZ 080723 LS	\$ 24.10
08/10/23	SB prepaid CC	50342	Amazon	AZ 080923 LS	\$ 6.02
08/15/23	SB prepaid CC	50342	Amazon	AZ 081523 LS	\$ 8.49
08/16/23	SB prepaid CC	50342	Amazon	AZ 081523 LS	\$ 5.49
08/31/23	SB prepaid CC	50342	Amazon	AZ 083123 LS	\$ 54.83
08/31/23	09/20/23	50342	Baker & Taylor AD329	processing	\$ 25.16
08/31/23	09/20/23	50342	Baker & Taylr AD217BK	processing	\$ 11.10
08/31/23	SB prepaid CC	50342	The Library Store	LS 083123 LS	\$ 191.15
08/31/23	SB prepaid CC	50342	The Library Store	CREDIT	\$ (9.96)
09/01/23	09/20/23	50342	Ingram	processing	\$ 102.96
09/02/23	SB prepaid CC	50342	Amazon	AZ 083123 LS	\$ 5.38
09/08/23	09/20/23	50342	Demco	DM 083123 LS	\$ 93.26
08/23/23	09/20/23	50444	Kingzynski, Dawson M.	DMK 082323	\$ 20.95
08/23/23	09/20/23	50444	Sun Prairie Public Library	SUN 082323	\$ 24.00
09/07/23	09/20/23	50444	Anderson, Addeline	AA 090723	\$ 17.99
09/07/23	09/20/23	50444	Gates, Noelle	NG 090723	\$ 22.95
09/07/23	09/20/23	50444	Madison PL	MAD 090723	\$ 22.95
09/07/23	09/20/23	50444	Madison PL-Alicia Ashman	HPB 090723	\$ 24.95
09/07/23	09/20/23	50444	Rosemary Garfoot PL	CSP 090723	\$ 27.95
09/08/23	09/20/23	50444	Reed, Evanlee J.	EJR 090823	\$ 14.99
08/12/23	SB prepaid CC	50810	Amazon	AZ 080923 810 CA	\$ 250.72
08/15/23	MO prepaid CC	50810	Walmart	WM081523CH810	\$ 21.39
08/21/23	SB prepaid CC	50810	Amazon	AZ 080923 810 CA	\$ (75.21)
09/06/23	SB prepaid CC	50810	Amazon	AZ 083123 810 CH	\$ 1,057.00
08/16/23	09/20/23	50870	No Shorts Electric	NSE 081423 (216)	\$ 2,900.00
08/22/23	SB prepaid CC	50870	Amazon	AZ 082123 870	\$ 16.27

**2023 EXPENDITURES: FUND 217  
SEPTEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
07/19/23	09/20/23	Michna, Jessica	FI 071823 SUN	Sunday	program	\$ 200.00			
07/30/23	SB prepaid CC	Amazon	AZ 072423 KVAMME	Kvamme	supplies	\$ 10.18			
07/30/23	SB prepaid CC	Amazon	AZ 072423 KVAMME	Kvamme	supplies	\$ 5.97			
07/31/23	SB prepaid CC	Amazon	AZ 072423 KVAMME	Kvamme	supplies	\$ 5.97			
08/01/23	SB prepaid CC	Amazon	AZ080123KVAMME	Kvamme	supplies	\$ 29.94			
08/06/23	SB prepaid CC	Amazon	AZ 080423 SUN	Sunday	program	\$ 86.91			
08/06/23	SB prepaid CC	Amazon	AZ 080423 SUN	Sunday	program	\$ 37.59			
08/07/23	MO prepaid CC	Soc. of St. VdP	SVdP080723BCH	Bryant	program	\$ 76.35			
08/08/23	MO prepaid CC	Pick 'n Save	PS080823SUNCHSLP	Sunday	program	\$ 8.78			
08/10/23	CS prepaid CC	Dollar Tree	DT081023FPROGTE	FoL	program	\$ 35.00			
08/11/23	CS prepaid CC	Walmart	WM081123FPROGTE	FoL	program	\$ 103.60			
08/12/23	AB prepaid CC	Yahara Chocolate	YC081223SUN	Sunday	program	\$ 51.00			
08/17/23	SB prepaid CC	Amazon	AZ080123KVAMME	Kvamme	program	\$ (29.66)			
08/20/23	SB prepaid CC	Amazon	AZ081823SUNMIP	Sunday	program	\$ 37.61			
08/20/23	AB prepaid CC	New York Times	NYT 082023 sels	Selsor	subscription	\$ 56.00			
08/22/23	MO prepaid CC	BookDepot	BD 082223 BCH	Bryant	program	\$ 898.22			
08/22/23	MO prepaid CC	Gemini Games	GG082223SUNCHSLP	Sunday	program	\$ 23.24			
08/23/23	AB prepaid CC	Amazon	AZ082323KOVTE	Kovic	program	\$ 50.00			
08/23/23	AB prepaid CC	Barnes & Noble	BN082323KOVTE	Kovic	program	\$ 25.00			
08/23/23	SB prepaid CC	BookDepot	BD 082323 BCH	Bryant	program	\$ 1,380.06			
08/23/23	CS prepaid CC	Dollar Tree	DT 082323 SUN	Sunday	program	\$ 23.75			
08/23/23	CS prepaid CC	Walmart	WM082323KOVAD	Kovic	program	\$ 41.81			
08/24/23	CS prepaid CC	Famous Yeti's	FY 082423 FPROGTE	FoL	program	\$ 49.25			
08/25/23	SB prepaid CC	Amazon	AZ 082423 B VG	Bryant	video games	\$ 59.00			

08/25/23	SB prepaid CC	Amazon	AZ082223SUNREN	Sunday	program	\$ 183.22	
08/26/23	SB prepaid CC	Amazon	AZ 082423 B VG	Bryant	video games	\$ 74.95	
08/29/23	AB prepaid CC	Mystery to Me	MTM082923SUN	Sunday	program	\$ 17.00	
08/29/23	AB prepaid CC	Pick 'n Save	PNS082923SUN	Sunday	program	\$ 21.96	
08/30/23	SB prepaid CC	Amazon	AZ082423BLDVC	Bryant	AV	\$ 22.99	
08/31/23	SB prepaid CC	Amazon	AZ082923FPROGTE	FoL	program	\$ 63.38	
08/31/23	09/20/23	Baker & Taylor	AD/TE materials	FoL: LD	books	\$ 263.67	
08/31/23	09/20/23	Baker & Taylor	AD/TE materials	FoL: LD	AV	\$ 140.31	
08/31/23	SB prepaid CC	InterstateBooks4School	B4S083123BCH	Bryant	program	\$ 2,035.37	
09/01/23	09/20/23	Heartland Farm Sanct.	HFS083123SUNCH	Sunday	program	\$ 150.00	
09/01/23	09/20/23	Ingram	AD/TE materials	FoL	books	\$ 172.58	
09/02/23	SB prepaid CC	Amazon	AZ090123SUNREN	Sunday	program	\$ 89.33	
09/04/23	SB prepaid CC	Amazon	AZ082423BLDVC	Bryant	AV	\$ 24.96	
09/04/23	09/20/23	Jensen, Raven	RJ 090722 SUN	Sunday	program	\$ 75.00	
09/05/23	CS prepaid CC	Dollar Tree	DT 090523 SUN	Sunday	program	\$ 21.25	
09/06/23	SB prepaid CC	Amazon	AZ 090623 B VG	Bryant	video games	\$ 84.97	
09/06/23	SB prepaid CC	Amazon	AZ 090623 B VG	Bryant	video games	\$ 29.99	
09/07/23	CS prepaid CC	Dollar Tree	DT 090723 FPROGTE	FoL	program	\$ 67.50	
09/07/23	09/20/23	Grant, Piper	PG 080723 SUN	Sunday	program	\$ 75.00	
09/07/23	CS prepaid CC	Walmart	WM 090723 SUN	Sunday	program	\$ 27.36	
09/08/23	09/20/23	Cengage	AD/TE materials	Misc.	books	\$ 74.43	
09/08/23	09/20/23	Cengage	AD/TE materials	FoL: LD	books	\$ 27.20	
09/08/23	09/20/23	Cengage	AD/TE materials	FoL	books	\$ 51.20	





	<b>Public Int Comp</b>	minimum Standard	Top of pop range	% of min	% of Top	<b>Materials Expenditures</b>	Min Stnd Pop X Fac	Top of pop range	% of min	% of Top
<b>Municipality</b>										
Black Earth	4	2	3	258%	160%	\$20,864	\$9,306	14,250	224%	146%
Cambridge	10	2	3	585%	400%	\$29,251	\$10,248	14,250	285%	205%
Mazomanie	2	2	3	112%	80%	\$13,295	\$10,740	14,250	124%	93%
Belleville	8	3	3	301%	320%	\$33,655	\$15,156	28,500	222%	118%
Deerfield	6	3	3	237%	240%	\$29,395	\$14,427	28,500	204%	103%
Cross Plains	11	4	5	267%	220%	\$37,536	\$23,501	28,500	160%	132%
Marshall	4	4	5	102%	80%	\$24,001	\$22,281	28,500	108%	84%
Mount Horeb	14	8	7	178%	200%	\$86,250	\$44,865	54,000	192%	160%
Monona	7	9	7	79%	100%	\$56,415	\$50,553	54,000	112%	104%
McFarland	15	10	7	157%	214%	\$85,645	\$54,361	54,000	158%	159%
DeForest	18	8	13	226%	144%	\$104,956	\$61,495	127,500	171%	82%
Oregon	13	8	13	157%	104%	\$104,901	\$63,801	127,500	164%	82%
Verona	39	10	13	374%	312%	\$202,633	\$80,401	127,500	252%	159%
Waunakee	13	11	13	120%	104%	\$115,453	\$83,300	127,500	139%	91%
<b>Stoughton</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>97%</b>	<b>72%</b>	<b>\$109,573</b>	<b>\$71,302</b>	<b>127,500</b>	<b>154%</b>	<b>86%</b>
Middleton	54	16	13	335%	432%	\$261,899	\$124,367	127,500	211%	205%
Fitchburg	45	16	25	283%	180%	\$179,235	\$162,267	240,000	110%	75%
Sun Prairie	33	19	25	177%	132%	\$281,666	\$190,250	240,000	148%	117%
Madison	247	140	150	177%	165%	\$1,275,657	\$948,641	850,000	134%	150%
<b>STANDARDS</b>										
<b>POPULATION</b>		Factor	CAPPED @				Factor	CAPPED @		
1,000-2,499		0.001	3				\$6.00	14,250		
2,500-4,000		0.001	5				\$5.70	28,500		
5,000-9,999		0.001	7				\$5.70	54,000		
10,000-24,999		0.0007	13				\$5.40	127,500		
25,000-49,999		0.0005	25				\$5.10	240,000		
50,000-99,999		0.0005	50				\$4.80	340,000		
100,000 and o		0.0005	150				\$3.40	850,000		
							per capita			

Municipality	Total		Min Std Pop X Fac	Top of pop range	% of min	% of Top	Items Added	5% of Y	5% of Z	% of Top
	Items	Items								
Black Earth	20,333	12,408	16,250	164%	125%	1,060	620	813	171%	
Cambridge	40,512	13,664	16,250	296%	249%	2,046	683	813	299%	
Mazomanie	22,086	14,320	16,250	154%	136%	748	716	813	104%	
Belleville	28,936	17,284	28,500	167%	102%	1,886	864	1,425	218%	
Deerfield	26,255	16,452	28,500	160%	92%	1,586	823	1,425	193%	
Cross Plains	63,848	26,800	28,500	238%	224%	1,949	1,340	1,425	145%	
Marshall	30,563	25,409	28,500	120%	107%	1,443	1,270	1,425	114%	
Mount Horeb	64,481	44,865	44,000	144%	147%	4,497	2,243	2,200	200%	
Monona	49,420	50,553	44,000	98%	112%	2,949	2,528	2,200	117%	
McFarland	66,598	54,361	44,000	123%	151%	4,118	2,718	2,200	152%	
DeForest	85,492	50,107	85,000	171%	101%	4,303	2,505	4,250	172%	
Oregon	72,323	51,986	85,000	139%	85%	5,387	2,599	4,250	207%	
Verona	123,731	65,512	85,000	189%	146%	11,472	3,276	4,250	350%	
Waunakee	74,954	67,874	85,000	110%	88%	5,489	3,394	4,250	162%	
<b>Stoughton</b>	<b>85,388</b>	<b>58,098</b>	<b>85,000</b>	<b>147%</b>	<b>100%</b>	<b>6,110</b>	<b>2,905</b>	<b>4,250</b>	<b>210%</b>	
Middleton	88,962	101,336	85,000	88%	105%	11,284	5,067	4,250	223%	
Fitchburg	111,876	108,178	160,000	103%	70%	9328	5,409	8,000	172%	
Sun Prairie	147,592	126,834	160,000	116%	92%	13,013	6,342	8,000	205%	
Madison	766,729	697,530	625,000	110%	123%	61,960	34,877	31,250	178%	
<b>STANDARDS</b>										
<b>POPULATION</b>		Factor	CAPPED @				CAPPED			
1,000-2,499		8.0	16,250				813			
2,500-4,999		6.5	28,500				1425			
5,000-9,999		5.7	44,000				2200			
10,000-24,999		4.4	85,000				4250			
25,000-49,999		3.4	160,000				8000			
50,000-99,999		3.2	250,000				12500			
100,000 and o		2.5	625,000				31250			
		per capita								



# STOUGHTON PUBLIC LIBRARY

**CHECKOUTS****2023****2022-2023**

MO.	2019	2020	2021	2022	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	18,543	17,549	11,232	17,665	10,869	3,605	3,598	18,072	2.30%
FEB	17,376	16,865	11,241	16,644	10,167	2,907	3,310	16,384	-1.56%
MAR	19,787	12,295	14,070	18,440	12,149	3,598	3,772	19,521	5.86%
APR	18,114	3,419	11,899	17,721	10,677	2,688	3,831	17,196	-2.96%
MAY	16,204	5,464	12,363	16,012	10,234	2,761	3,990	16,985	6.08%
JUN	18,919	6,062	16,371	18,553	12,079	2,604	4,245	18,928	2.02%
JUL	20,296	8,941	17,776	18,278	12,483	3,035	4,412	19,932	9.05%
AUG	18,835	11,848	17,389	19,112	11,744	2,908	4,292	18,944	-0.88%
SEP	15,767	11,029	15,337	16,010				0	-100.00%
OCT	16,684	11,652	16,052	16,050				0	-100.00%
NOV	16,321	11,205	14,952	15,972				0	-100.00%
DEC	15,806	10,939	14,282	15,445				0	-100.00%
TOTAL	212,652	127,268	172,964	205,902	90,402	24,106	31,452	145,962	-29.11%
AVG	17,721	10,606	14,414	17,159	11,300	3,013	3,932	18,245	6.33%

**COMPUTER USE****2023 COMPUTER LOGINS BY TYPE****2022-23**

MO.	2019	2020	2021	2022	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	2,085	1,966	440	882	286	753	45	1,082	22.68%
FEB	2,228	1,823	800	764	317	436	10	771	0.92%
MAR	2,549	1,225	838	893	339	446	40	825	-7.61%
APR	2,609	371	1,687	1,104	318	254	39	611	-44.66%
MAY	2,167	257	1,328	596	264	474	25	761	27.68%
JUN	2,022	248	1,336	756	268	577	36	881	16.53%
JUL	2,267	248	1,086	721	275	482	27	784	8.74%
AUG	2,353	322	1,177	956	291	790	35	1,116	16.74%
SEP	1,980	372	749	669				0	-100.00%
OCT	2,287	642	1,215	731				0	-100.00%
NOV	1,701	577	1,277	957				0	-100.00%
DEC	1,535	566	948	768				0	-100.00%
TOTAL	25,783	25,783	12,881	9,797	2,358	4,212	261	6,831	-30.27%
AVG	2,149	2,149	1,073	816	295	527	33	854	4.59%

Programming Statistics  
for August 2023

**LOANED THROUGH DELIVERY**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	10,087	8,441	8,985	8,763	8,484	-3.18%
FEB	9,943	6,447	8,737	8,082	8,030	-0.64%
MAR	10,517	3,521	11,069	8,866	9,137	3.06%
APR	9,704	147	8,709	7,975	7,896	-0.99%
MAY	9,439	537	8,359	7,468	7,501	0.44%
JUN	9,246	1,687	8,151	7,563	8,038	6.28%
JUL	9,499	3,724	8,076	7,647	7,858	2.76%
AUG	9,450	4,169	8,012	8,267	8,272	0.06%
SEP	9,444	3,945	8,080	7,695		-100.00%
OCT	9,981	5,759	7,885	8,003		-100.00%
NOV	9,335	7,354	7,804	7,992		-100.00%
DEC	6,310	8,886	8,033	7,298		-100.00%
TOTAL	112,955	54,617	101,900	95,619	65,216	-31.80%
AVG	9,413	4,551	8,492	7,968	8,152	2.31%

**BORROWED THROUGH DELIVERY**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	7,511	4,934	5,543	5,756	5,632	-2.15%
FEB	6,914	4,533	5,741	5,121	4,964	-3.07%
MAR	7,574	2,422	6,887	5,701	5,454	-4.33%
APR	6,830	10	5,953	5,452	4,972	-8.80%
MAY	6,399	301	5,048	5,031	4,826	-4.07%
JUN	6,423	1,082	5,153	5,290	4,607	-12.91%
JUL	7,123	2,482	4,963	4,819	5,039	4.57%
AUG	6,370	4,097	5,148	4,897	5,155	5.27%
SEP	6,055	3,659	5,440	4,569		-100.00%
OCT	6,152	4,148	5,254	4,519		-100.00%
NOV	5,783	4,659	4,925	4,541		-100.00%
DEC	4,430	5,302	5,104	4,469		-100.00%
TOTAL	77,614	37,629	65,159	60,165	40,649	-32.44%
AVG	6,458	3,136	5,430	5,014	5,081	1.34%

**WIRELESS USE**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	14,971	12,924	920	1,341	1,830	36.47%
FEB	15,722	14,614	875	1,269	1,801	41.92%
MAR	16,906	8,647	1,003	1,643	2,152	30.98%
APR	16,657	1,913	1,033	1,711	2,187	27.82%
MAY	18,846	2,596	1,378	2,170	3,041	40.14%
JUN	27,822	2,712	1,286	1,775	2,161	21.75%
JUL	15,712	1,026	1,412	1,917	2,623	36.83%
AUG	14,467	804	1,253	2,138	2,155	0.80%
SEP	14,772	975	1,312	2,243		-100.00%
OCT	15,621	890	1,677	2,231		-100.00%
NOV	13,542	987	1,499	1,961		-100.00%
DEC	13,166	1,136	1,545	1,801		-100.00%
TOTAL	198,204	49,224	15,193	22,200	17,950	-19.14%
AVG	16,517	4,102	1,266	1,850	2,244	21.28%

**DOOR COUNT**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,224	9,428	0	5,425	7,504	38.32%
FEB	8,876	9,248	0	5,826	7,000	20.15%
MAR	10,582	5,086	0	6,385	8,810	37.98%
APR	10,221	0	0	6,482	7,634	17.77%
MAY	10,472	0	1,462	8,119	10,109	24.51%
JUN	11,317	0	4,155	7,296	8,237	12.90%
JUL	11,734	0	5,158	7,301	7,810	6.97%
AUG	10,884	0	4,809	7,900	8,125	2.85%
SEP	10,057	0	4,915	7,135		-100.00%
OCT	10,661	0	6,061	7,696		-100.00%
NOV	8,978	0	5,620	7,126		-100.00%
DEC	8,978	0	5,280	6,188		-100.00%
TOTAL	121,964	23,762	37,460	82,879	65,229	-21.30%
AVG	10,164	1,980	3,122	6,907	8,154	18.06%

June 2020: SCLS has changed the way they collect this stat

June 2019: the door counter is malfunctioning.

**SELF-CHECKOUTS**

MO.	2019	2020	2021	2022	2023	%TOTAL
JAN	10,305	9,767	0	8,190	9,342	64.54%
FEB	10,960	8,903	0	8,181	8,344	63.82%
MAR	10,497	6,581	0	9,086	10,361	65.80%
APR	9,903	0	0	8,378	7,993	59.81%
MAY	8,974	0	1,146	7,100	7,931	61.03%
JUN	10,701	0	6,690	9,544	8,729	59.45%
JUL	11,945	0	7,053	9,276	9,658	62.24%
AUG	10,854	0	6,585	9,707	9,193	62.74%
SEP	8,934	0	7,210	7,646		
OCT	9,380	0	7,254	7,424		
NOV	9,396	0	7,417	7,912		
DEC	7,621	0	7,176	6,908		
TOTAL	119,470	25,251	50,531	99,352	71,551	
AVG	9,956	2,104	4,211	8,279	8,944	

**WEBSITE PAGEVIEWS**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,172	8,665	3,984	4,695	4,486	-4.45%
FEB	8,379	7,613	3,952	3,751	3,912	4.29%
MAR	8,874	6,859	4,998	3,968	5,152	29.84%
APR	8,036	5,865	4,701	4,268	4,816	12.84%
MAY	8,667	7,089	4,092	4,008	4,528	12.97%
JUN	7,588	7,455	4,818	3,954	5,323	34.62%
JUL	7,627	7,459	4,206	4,768	4,991	4.68%
AUG	7,683	7,620	3,936	3,915	8,325	112.64%
SEP	7,121	6,180	3,448	3,501		-100.00%
OCT	7,545	7,858	3,471	3,342		-100.00%
NOV	7,254	6,349	3,457	3,609		-100.00%
DEC	6,972	8,174	3,519	3,352		-100.00%
TOTAL	94,878	87,186	48,582	47,131		-100.00%
AVG	7,902	7,266	4,049	3,928		-100.00%

# Director's Report

September 20, 2023



## Library news:

- I chaired the monthly meeting of South Central Library System's Administrative Council on August 17. The main topics of discussion were SCLS's 2024 operating budget and the ongoing renovation of the new SCLS headquarters at 1650 Pankratz Street. When completed, the new building will house both SCLS administrative & technology services as well as the system's delivery service.
- Stoughton Utilities completed the connection for the electrical service at our outdoor programming space on September 6. The following week, the Public Works Department began filling the areas around the concrete structure and planting grass seed.
- We held all four of our Movies in the Park events in August and September at Nordic Ridge Park and Rotary Park. On August 25, we presented a **special screening of *The Princess Bride***, along with crafts and a live fencing/sword fighting demonstration. (More information about this event in the Adult Services section of the report!)





- On August 28, the City of Stoughton's Information Technology & Media Services Department coordinated the installation of a new phone system for all city departments. There were a few bumps in the road along the way to setting up the main auto-attendant greeting, but these were ironed out with help from the IT Department. A big thanks to Technical Services supervisor Sarah Bukrey for helping library staff set up their accounts and learn the new system.
- We held an Overdose Prevention Training session on September 12 in partnership with Dane County Public Health and the Stoughton Wellness Coalition. The training provided, among other topics, instructions for how to administer Narcan to someone experiencing an opioid overdose. We are honored to partner with PHMDC and the SWC to bring this important and live-saving information to our community.
- I attended the September 13 meeting of the City Council's Personnel Committee to discuss the additional hours for our Circulation Supervisor. You will recall that the mayor's original recommendation was to add the hours for the remainder of this year and take a wait-and-see approach for 2024. (The Library Board approved this at the August meeting.) I am pleased to report that the Personnel Committee approved the change for the remainder of 2023, and the mayor has decided to support the additional hours in the 2024 operating budget. This change was made possible by the restructuring of the full-time Circulation/Children's Services position into two part-time positions earlier this year.
- On September 14, I attended the bi-monthly meeting of Dane County library directors at the Middleton Public Library. Topics included: a potential partnership between American Players Theater and Dane County public libraries; an overview of the Dane Co. cardholders mapping project, a data visualization tool created by Tim Drexler at South Central Library

System; and the proposed revisions to the county library standards, which we will be discussing at this month's meeting.

- We held our annual staff in-service on Friday, September 15. During the morning session, Officer Chris Stachel of the Stoughton Police Department presented on the topic of active shooters and other active threats. We spent the rest of the morning reviewing our other emergency procedures, including those for fire, tornadoes, and emergency evacuations. After tackling these heavy topics in the morning, we spent the rest of the day engaging in team-building and self-care activities.
- I attended two continuing education webinars this month: "Libraries and Artificial Intelligence" and "Dealing with Digital Distractions." Both were a part of the annual Tech Days virtual conference presented by the DPI and Wisconsin's public library systems. My public library certification is set to expire in May of 2024, and Grade 1 public library certification requires 100 hours of continuing education over 5 years, with at least 10 of these related to technology.

### **Stoughton Area Community Foundation Fund Report**

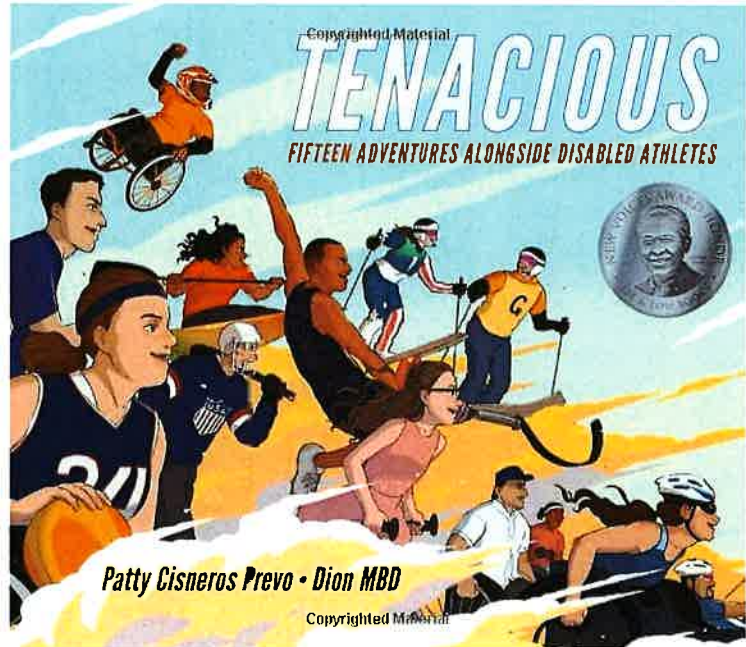
The report for the period Jul 29 – Aug 25 shows a decrease in value of \$770.70 to the account because of market conditions. The overall value of the account as of Aug 25 is \$24,960.37.

### **Youth Services** (from Mary Ostrander)

- 435 Kids ages 0-11 registered for Summer Reading. Of these, 163 (37%) were 0-5 years old and 272 (63%) were 6-11.
  - 353 (81%) kids reached their half-way goal.
  - 286 (66%) kids reached their final goal.
  - Kids did a total of 4,945 extra activities on top of their reading goals, and average of 11 activities/registered kid.
  - The Children's Department gave away 639 Books for Summer Reading Program.
- Mary and Diane will start up regular story time again on September 18.
- Anna, the new Children's Services Library Assistant, started some outreach story times the week of September 11. She will hold her first monthly Saturday story time on September 16.



- Mary and Cynthia are starting a monthly knitting, crocheting, cross stitching, sewing, etc. group called *Stitches*. The first meeting will be Wednesday, September 27.
- On September 17, we held a special author event at Norse Park featuring **Patty Cisneros Prevo**, Paralympian and author of *Tenacious: Fifteen Adventures Alongside Disabled Athletes*.



- *Disabled Athletes*. Patty read from her book and then joined other Paralympians in a wheelchair basketball demonstration.
- “Farm Fun” at Heartland Farm Sanctuary is coming up on Friday, September 29. The event will include a story time, craft, and tour of the farm geared to ages 2-6.
- Mary has several school visits scheduled for September to deliver free books to students in grades K-5. Anna will be giving out free books at her 4k visits, and Mary is talking with the River Bluff school librarian about visiting the middle school to give out books.
- Our second-annual Mini-Renaissance Faire is quickly approaching on Saturday, September 23, at East Side Park. The celebration will include performances, crafts, demonstrations, games, and more!

### Tech Services & Technology News (from Sarah Bukrey)

- The City deployed a new phone system late last month, and Sarah performed the initial steps required to set up each phone to make and receive calls. Library department managers then trained their teams on the new systems and worked on setting up voicemail and populating contacts lists.
- Amy and Sarah met in late-August to prepare for upcoming sessions of Craft Club. On September 7, they held the first Craft Club of the fall season with a tie-in to the upcoming Mini-Renaissance Faire.
- Sarah is assisting with the staff in-service by coordinating self-care and team-building activities for the afternoon session.

- Sarah is completing the annual purchase of replacement computers for staff and patron workstations. The order this year includes 4 desktop computers, 3 laptops, and a docking station for a staff laptop. We will also be adding back a desktop patron workstation that was removed during the pandemic.
- South Central Library System's Collection Maintenance Subcommittee met on September 13, where the main topic of discussion was the retro-conversion of multi-part DVD sets into single catalog records.
- Sarah and her team added 568 items in the month of August.

### **Circulation Services** (from Robin Behringer)

- The Circulation Department saw a flurry of activity as the summer ended and the school year began. This also included handling extra work from the Labor Day weekend. Circulation and Shelving staff worked through the backlog quickly and efficiently and were caught up within a couple of days.
- Circulation desk staff are assisting the Friends of the Library by handling ticket sales for their Fundraiser Raffle. Staff handle basic questions about the raffle and reach out to the Friends group when the supply of tickets is running low.
- Robin continued working on the Adopt-a-Magazine program, having taken over the program in May when Jane Groshan retired. Robin began reaching out to patrons who had adopted magazines this past year to see if they would be interested in adopting again.
- In preparation for the staff in-service, Robin has updated the existing emergency guidelines for the library. She has also created a new guideline regarding Active Threats. The emergency binders, kept at each service desk, contain the new procedures. Later this month, Robin plans to include floor plans of the library, as well as notes from the in-service.
- The State Park Pass program was a huge success this summer. The Circulation Department checked out nearly 30 passes. While most of these passes went to current library card holders, we did get a few new patrons via the program.
- Robin attended the virtual Circulation Services Subcommittee meeting on September 12. Topics included updates on the status of Talking Tech, SCLS's phone-based holds notification system, and a review of various Circulation-related policies and procedures.

### **Adult & Teen Services** (from Amanda Bosky)

- The first three sessions of Movies in the Park have been a success, with 90-120 people attending each one. Our September 25 showing of *The*

*Princess Bride* included activities dreamed up by Teen Services Assistant Cynthia Schlegel, assisted by Library Substitute Erin Mears. This included a tour through the Fire Swamp obstacle course and a demonstration from Stoughton Fencing Club. Jim, Children's Librarian Mary Ostrander, and Adult Services Librarian Amanda Bosky have taken turns working with Parks & Recreation staff to set up and break down the inflatable screen and A/V equipment for these programs at Nordic Ridge and Rotary Parks.

- Amanda has been training new library substitute Kate Heinecke to staff the Adult Services Information Desk. She also trained new Children's Assistant, Anna Hayward, on how to issue library cards.
- The library is frequently mentioned in the Stoughton Neighborhood Group on Facebook. Amanda and Tech Services Supervisor Sarah Bukrey monitor this group to answer patron questions or correct misinformation.
- Cynthia's teen programs included: a well-attended **after-hours Teen Murder Mystery Party**; a tween program with Mary; Game Night with special guest Officer Jay Oren; and Candy Sushi.



- On August 29, we celebrated the paperback release of local author Annelise Ryan's *A Death in Door County*. 25 people attended to ask

questions and get a copy of the book signed. Many thanks to Mystery to Me Bookstore for selling books at the event

**Looking Back** from *The Stoughton Hub*  
October 26, 1906

A member of the Library Board informs us that Mr. and Mrs. E.H. Gerard have presented to the library a fine date palm, brought by them from southern California some years ago while only a young plant. The date palm is in appearance one of the handsomest members of the family of palms, and is not frequently seen in this locality. The one donated by Mr. and Mrs. Gerard is about 3 ½ feet high.

## 2024 Dane County Libraries Minimum Appropriations

<b>Exempt Total</b>		65,564,588,500		
<b>County Total</b>		83,605,704,500		
<b>2022 tax base</b>		\$18,041,116,000		
<b>2023 DCLS app</b>			\$6,047,694	
<b>2024 County library tax levy rate</b>			\$0.0003352173	
<b>Per 2023 DOR DaneCo EqVal</b>				
	<b>EXEMPT LIBS</b>		<b>2023 EQ VAL</b>	<b>2024 Min App</b>
<b>Villages</b>	Belleville		287,834,000	\$96,487
	Black Earth		185,893,400	\$62,315
	Cambridge		244,190,100	\$81,857
	Cross Plains		493,701,500	\$165,497
	Deerfield		298,681,800	\$100,123
	DeForest		1,630,550,500	\$546,589
	Marshall		351,303,100	\$117,763
	Mazomanie		213,091,600	\$71,432
	McFarland		1,512,459,400	\$507,003
	Mount Horeb		1,085,832,200	\$363,990
	Oregon		1,770,509,600	\$593,505
	Waunakee		2,837,514,400	\$951,184
<b>Cities</b>	Fitchburg		5,319,407,900	\$1,783,157
	Madison		40,537,067,500	\$13,588,726
	Middleton		4,257,883,200	\$1,427,316
	Monona		1,664,682,800	\$558,030
	Stoughton		1,706,623,300	\$572,090
	Sun Prairie		5,084,169,000	\$1,704,301
	Verona		3,853,228,800	\$1,291,669

## **Resolution Requesting Exemption from Dane County Library Tax**

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city of Stoughton meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city of Stoughton will appropriate in 2023 and expend in 2024 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city of Stoughton hereby requests of the Dane County Board of Supervisors that the city of Stoughton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City Clerk to the following party:

Tracy Herold, Director  
Dane County Library Service  
[herold@dcls.info](mailto:herold@dcls.info)

Date Passed: \_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title of Person signing

# 2024 DRAFT Library Calendar

Green = Open Sundays

Red = Holiday - CLOSED

Gold = Probable Staff In-service

Blue=Library Board Meetings

Pink = Other fed. Holiday - OPEN

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Federal Holidays 2024

Jan 1	New Year's Day	Jun 19	Juneteenth	Nov 11	Veterans Day
Jan 15	Martin Luther King Day	Jul 4	Independence Day	Nov 28	Thanksgiving Day
Feb 19	Presidents' Day	Sep 2	Labor Day	Dec 25	Christmas Day
May 27	Memorial Day	Oct 4	Columbus Day		



## Plan of Service 2023 - 2027

### DANE COUNTY LIBRARY SERVICE MISSION

The Dane County Library Service (DCLS) is dedicated to delivering a full range of library services to every resident of Dane County.

#### Goal I: Plan for structural and financial needs of future library service - *Partnerships*

Strategies:

- A. *Work with UW Madison Marketing school to develop a marketing plan*
- B. *Participate as a member of South Central Library System, including service on SCLS committees*
- C. *Stabilize circulation through quality collection development*
- D. *Build an active Friends of the Bookmobile group who provide and political support*
- E. *Establish DCLS as a resource of Racial Equity/Social Justice information for Dane County libraries*

#### Goal II: Provide direct library service to residents in areas taxed by the county for library service – *Peace & Justice*

Strategies:

- A. *Explore and enhance online services for county residents*
- B. *Develop book, media and magazine collections to serve the needs of DCLS patrons*
- C. *Explore ways to extend library service to non/under-served areas*
- D. *Plan for and adapt to shifts in usage based on county library use*

#### Goal III: Develop /deliver library services to those who experience barriers & areas of special needs – *Reduce inequities*

Strategies:

- A. *Maintain current levels of service to those unable to access traditional library services*
- B. *Seek and serve new populations in need of library services*
- C. *Explore new methods of delivering library services to group facility residents*
- D. *Increase number of participants in Home Service program*
- E. *Seek partnerships with other county agencies to further DCLS outreach*
- F. *Utilize social media to publicize and deliver library service*
- G. *Utilize County and DPI RESJ tools to develop awareness of racial/social barriers to service*

#### Goal IV: Maintain full access to library service within Dane County for every resident of Dane County – *Peace & Justice*

Strategies:

- A. *Maintain service model that towns and villages under 2,500 residents are better served by the umbrella of the Dane County Library Service*
- B. *Enforce full county funding of the Operating and Facility Reimbursement Programs without compromising direct services*
- C. *Evaluate methodology and measurements used for reimbursement program*
- D. *Offer, as required by WI State Statute, reimbursement to each public library in Dane County equal to 70% of the state defined operating cost for providing service to residents of areas taxed by the county of library services, in lieu of the standard package of non-exempt reimbursement and delivery, outreach and facilitating cross-municipal compensation*
- E. *Secure funding sufficient to reimburse libraries in adjacent counties for service to Dane County residents as required by WI State Statute 43.12*
- F. *Recommend and advocate for changes in state law, county ordinance, and contractual agreements that will enable library services in Dane County to be delivered equitably, effectively, and efficiently*





Plan of Service 2023 - 2027

Goal V: Implement, update and enforce municipal library compliance with the **Dane County Library Standards** as developed through the county planning process and adopted by the County Board

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Strategies:

- A. Hold municipal libraries accountable to the following requirements:
  - a. Utilize a delivery service that connects with all other Dane County public libraries, the DCLS, and the South Central Library Service with a minimum of 5-day/week service
  - b. Employ a director who is properly certified by the WI Department of Public Instruction
  - c. Offer delivery service to qualified confined-to-the-home individuals either directly or through a service contract with another library agency
  - d. Provide patron access to the Internet, governed by a locally determined policy
    - Provide patron access to SCLS WiFi
    - Share an automated library system
    - Annually compensate all other standards-compliant libraries within Dane County, for the cost of services provided to residents of the library's municipality (service measured by checkouts; compensation model established by DCLS Board for compensating municipal libraries for serving residents of areas taxed by the county for library service)
  - h. Act as a source of RESJ information and resources for Dane County Libraries
    - Minimum participation in Beyond the Page programming through EZ grants
- B. Enforce the following minimum quantitative standards based on WI Official Population Final Estimates issued by WI DOA for the most recent year:

Minimum Hours open annually per capita

		RANGE
Villages up to 2,500 population	1	1,000 to 1,875 hours
Villages/cities between 2,500 and 5,000	.75	1875 to 2,250 hours
Villages/cities between 5,000 and 10,000	.45	2,250 to 2,500 hours
Villages/cities between 10,000 and 25,000	.25	2,500 to 3,000 hours
Villages/cities between 25,000 and 50,000	.12	3,000 to 3,250 hours
Villages/cities between 50,000 and 99,000	.065	3,250 to 3500 hours
Cities over 100,000	.05	3,500 to 12,500 hours

Minimum FTE Paid Staff Per Capita

Automated Handling = .5 FTE Credit

Self-check machine = .2 FTE Credit/machine

		RANGE
Villages up to 2,500 population	.001 (-1 FTE min-total)	1.00 to 2.00 FTE
Villages/cities between 2,500 and 5,000	.0008	2.00 to 4.00 FTE
Villages/cities between 5,000 and 10,000	.0008	4.00 to 7.00 FTE
Villages/cities between 10,000 and 25,000	.0007	7.00 to 15 FTE
Villages/cities between 25,000 and 50,000	.0006	15 to 25.00 FTE
Villages/cities between 50,000 and 99,000	.0005	25 to 40.00 FTE
Cities over 100,000	.0004	40 to 120.00 FTE

Minimum Public Internet Access Workstations per capita

SCLS WiFi REQUIRED	MINIMUM	RANGE:
Villages up to 2,500 population	1 .001	1 to 3 Workstations



**Plan of Service 2023 - 2027**

Villages/cities between 2,500 and 5,000	3-001	3 to 5 Workstations
Villages/cities between 5,000 and 10,000	5-001	5 to 7 Workstations
Villages/cities between 10,000 and 25,000	7-0007	7 to 12 Workstations
Villages/cities between 25,000 and 50,000	13-0005	13 to 25 Workstations
Villages/cities between 50,000 and 99,000	25-0005	25 to 50 Workstations
Cities over 100,000	50-0005	50 to 125 Workstations

**Minimum Annual Material Expenditures Per Capita**

		Range:
Villages up to 2,500 population	\$6.00	\$6,000 to \$14,250
Villages/cities between 2,500 and 5,000	\$5.70	\$14,250 to \$28,500
Villages/cities between 5,000 and 10,000	\$5.70	\$28,500 to \$54,000
Villages/cities between 10,000 and 25,000	\$5.40	\$54,000 to \$127,500
Villages/cities between 25,000 and 50,000	\$5.10	\$127,500 to \$240,000
Villages/cities between 50,000 and 99,000	\$4.80	\$240,000 to \$340,000
Cities over 100,000	\$3.40	\$340,000 to \$850,000

**Minimum Total Items Held per capita — includes digital collections**

		RANGE
Villages up to 2,500 population	8	8,000 to 16,250
Villages/cities between 2,500 and 5,000	6.5	16,250 to 28,500
Villages/cities between 5,000 and 10,000	5-7	28,500 to 44,000
Villages/cities between 10,000 and 25,000	4-4	44,000 to 85,000
Villages/cities between 25,000 and 50,000	3-4	85,000 to 160,000
Villages/cities between 50,000 and 99,000	3-2	160,000 to 250,000
Cities over 100,000	2-5	250,000 to 625,000

**Minimum Annual Item Acquisitions as a Percent of Standard Range for Items Held per capita**

Villages up to 2,500 population	400 – 813
Villages/cities between 2,500 and 5,000	814 – 1,425
Villages/cities between 5,000 and 10,000	1,426 – 2,290
Villages/cities between 10,000 and 25,000	2,291 – 4,250
Villages/cities between 25,000 and 50,000	4,251 – 8,000
Villages/cities between 50,000 and 99,000	8,001 – 12,500
Cities over 100,000	12,501 – 31,250



## Plan of Service 2023 - 2027

### DCLS Standards Considerations:

- These are minimum standards per WI Statute 43.64(2m), (floor, not ceiling).
- These standards were established in accordance with Wisconsin Statutes 43.11(3)(d) by Resolution 185, 2011-12 of the Dane County Board of Supervisors, and subsequently amended by Resolution 98, 2013-14
- Standards require data provided to DPI through the Annual Report.
- Standards are based on municipal (not service) population for the most recent year.
- Standards must be met by any municipality seeking an exemption from the county library tax.
- Libraries not meeting one or more standard may be granted a provisional exemption by submitting a compliance plan for the DCLS Board approval.
- Libraries are limited to 3 provisional exemptions in a 10-year period.
- Newly established libraries (WI Statutes 43.52) may be granted provisional exemptions in the first three years of existence, with a plan approved by the DCLS Board to bring the library into full compliance by year four of operation.
- Newly established libraries that comply in year four but fail to meet standards relating to collection size in a future year may be granted one additional provisional exemption in the first 10-year period of operation, contingent upon the DCLS Board's approval of a plan to bring the library back into compliance.

### DCLS Standards Decision Timeline and Appeals Process

Municipal libraries will supply the data demonstrating compliance by April 1 of the year in which an exemption is desired. Should such data demonstrate that one or more standards have not been met, as judged by the County Library Board and noticed to the affected library by May 15 the Library will submit by June 15, a plan designed to bring the library into full compliance within the allowed time period. By July 15, the County Library Board will determine for each library that minimum standards have been met or will decide whether a library's submitted plan to meet all standards within the required time frame is sufficient. Any decision of the County Library Board may be appealed by any municipal library. Such an appeal must be filed within 15 days of the date of the original decision.

Appeals must be made in writing and delivered to: Dane County Library Board, 1819 Aberg Av., Madison, WI 53704.

The basis for an appeal shall include one of the following:

- Natural disasters affecting the library's ability to meet the standards;
- Significant library building projects affecting the library's ability to meet the standards;
- Action of a governmental body whose authority exceeds that of the city, village, or county and which prevents compliance with these standards.

All appeals will be heard within 30 days of filing, at a regularly scheduled County Library Board meeting. Any such meeting will include a presentation by the appealing library and a public hearing. All libraries in Dane County will receive notice of the appeal and the hearing. The County Library Board will act on the appeal within 30 days of the hearing. The affected library will be notified. The decision of the County Library Board shall be final.



## Plan of Service 2023 - 2027

### Responsibilities of the Dane County Library Board

The Dane County Library Board has been designated by the Dane County Board of Supervisors as the County Library Planning Committee under the provisions of Chapter 43.11(1) Wis. Statutes. Per Wisconsin Statute 43.11 (3), the following responsibilities are assigned to this body (emphasis added):

- (a) The committee may prepare a new plan for the organization of a county or multicounty system, **revise an existing plan** or change the boundaries of a public library system. It shall conduct **public hearings** concerning these plans, revisions and changes to which representatives of all libraries in the county shall be invited.
- (b) The committee's final report, including a new plan, revisions to an existing plan, or **changes to the boundaries of a public library system** and copies of any written agreements necessary to implement the proposal, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a **method for allocating system board membership** among the member counties.
- (c) The plan of a library service for a county, whether for a single county or multicounty system, **shall provide for library services to residents of those municipalities in the county not maintaining a public library** under this chapter. The services shall **include full access to public libraries** participating in the public library system and the **plan shall provide for reimbursement for that access. Services may include books-by-mail, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee.** Service may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for **improving public library service countywide** and in municipalities that have libraries. The plan shall specify the **method and level of funding to be provided by the county to implement the services** described in the plan, including the reimbursement of public libraries for access by residents of those municipalities in the county not maintaining a public library.
- (d) The plan of library services for a county may **include minimum standards of operation for public libraries in the county.** The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50% of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80% of the population of participating municipalities in the county.

**Resolution Approving Amendment to Dane County Standards for Public Libraries**

Whereas the Dane County Board of Supervisors has established the County Library Board as the County Library Planning Committee as required by Section 43.11, Wisconsin Statutes, and

Whereas Section 43.11(3)(d) of the Wisconsin Statutes states that the plan of library services for a county may include standards of operation for public libraries in the county, and

Whereas, the Dane County Library Board is proposing Resolution 149, 2023 to the Dane County Board of Supervisors to amend the standards to do the following:

- Include requirement to provide WiFi access to patrons;
- Consider self-check, automated handling systems toward the FTE standard;
- Reduce requirement of total Internet access computers by 2/3;
- Eliminate total items and items added requirements to allow libraries to make decisions about how they spend collection dollars in response to their community needs.

Whereas Section 43.11(3)(d) requires that such standards be approved by the public library boards of at least 50% of the participating municipalities in the county that contain at least 80% of the population of participating municipalities in the county prior to adoption by the County Board of Supervisors,

Now, therefore be it resolved that the Stoughton Public Library Board hereby approves the amendment as proposed in Resolution 149, 2023 amending Dane County Library Standards.

Now, therefore be it further resolved that a confirmed copy of this resolution be forwarded by this Library Board to:

Dane County Library Board  
1874 S Stoughton Rd  
Madison, WI 53716

Date Passed: \_\_\_\_\_

Vote: \_\_\_\_\_

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Authorized Signature

Title of Person signing